

Board of Commissioners

Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Danielle Murphy
Robert Gelder
Val Tollefson

Executive Director
Stuart Grogan



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HOUSING KITSAP BOARD OF COMMISSIONERS
MARCH 7, 2017
MINUTES

Board in Attendance: Kitsap County Commissioner Ed Wolfe (Chair), Kitsap County Commissioner Charlotte Garrido, Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Robert Gelder, Resident Commissioner Danielle Murphy, City of Bainbridge Island Council Member Val Tollefson.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Project Manager of Affordable Housing Mike Brown, Single Family Director Dean Nail, Administrative Support Assistant Kathleen Fritz, REMHP Director Holly Paterson, Assistant Director of Finance Kim Seibold.

Absent: Mayor of City of Port Orchard Rob Putaansuu (Vice Chair)

1. Called to Order

Chair Wolfe called the meeting to order at 3:15 PM.

2. Public Comment

No public attended.

3. Consent Agenda

Commissioner Tollefson moved to approve the Consent Agenda. Commissioner Garrido seconded. Motion carried unanimously.

4. Board Announcements

No Board announcements.

5. Committee Reports

A. Work Study meeting

Stuart provided an update of the Clear Creek projects potential layout. He mentioned that this is the basic layout and that the Board can expect to see another iteration of this before final plans are confirmed. Chair Wolfe inquired if any documentation has been signed for this project and Stuart reported that no documentation had been signed. He added that the project is still in discussion and preliminary planning but seems to be moving in a positive direction.

6. Action Items

A. Consideration of a motion to approve Resolution 2017-15 authorizing the write-off of uncollectible partner loans.

Dean requested approval to write-off \$189,000 in uncollectible partner loans. Commissioner Erickson asked why these loans had not previously been written-off. Kim stated that previously the loans have been on our books for some time through several software changes, multiple staff changes and moves. She noted that Dean and his team have reviewed all of the files to determine exactly which loans were still valid and which were uncollectable. Staff determined that some of the loans were uncollectable or that it could find no valid documentation to support. Dean noted that he had been in contact with our partners and ours and their documentation are in agreement. The Board requested that staff insure there is better record keeping for future loans. **Dean noted that staff has already implemented an annual servicing a tracking process for all of the loans determined to be valid to date.**

Action: Commissioner Tollefson moved to approve Resolution 2017-15 authorizing the write-off of uncollectible partner loans. Commissioner Gelder seconded. Motion carried unanimously.

7. Executive Session

Chair Wolfe adjourned the meeting into Executive Session to consider a real estate issue (RCW 42.30.110 (1)(c)) at 3:41 pm. At approximately 3:57 pm, Chair Wolfe adjourned the Executive Session with no further comment. No action was taken.

8. Adjourn

With no further business, Chair Wolfe adjourned the meeting at approximately 3:59 pm.

ATTEST:



STUART GROGAN
Executive Director

ATTEST:



KATHLEEN FRITZ
Administrative Support Assistant


4/4/17

Date Approved